

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S Embassy Abuja, Nigeria	2. AGENCY Walter Reed Program (DoD HIV Program)	3a. POSITION NO. DOD016
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) 7 (Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Finance Assistant	PSA-7	MRR	09-10-15
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. MISSION DOD HIV Program Nigeria	b. Second Subdivision
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a. First Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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Typed Name and Signature of Employee _____ Date(mm-dd-yy) <u>11-03-14</u>	Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) <u>09-10-15</u>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy)	Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent under the supervision of the Finance Analyst DoDHPN will be responsible for providing accounting and financial support to the DODHPN activities in Nigeria. In this capacity, the incumbent will perform accounting and financial analysis to support efficient operations meeting USG accounting and procurement practices. The incumbent will assist in the implementation of the internal controls and general assessments of DoDHPN accounting standards. Duties include audit of procurement and travel vouchers, working with DoDHPN technical staff for specific programmatic activity budget preparation. Additionally, the incumbent will be expected to perform financial administrative duties. And will give work guidance to 3-5 contractors of DOD technical staff

14. MAJOR DUTIES AND RESPONSIBILITIES:-**40 %**

Managing all DoDHPN post held funds of up to \$25-50 Million, including follow-up with staff to close travel vouchers and to liquidate obligations at the close of their intended purpose. Responsible for obtaining certification of the availability of sufficient funds from the proper appropriation and compiling any other required financial data.

20%

Assist in conducting continuous analysis of budget execution in support of DoDHPN technical and administrative operations. Will perform pipeline analysis of expenditures versus available funds and make report and recommendations if significant deficits or surpluses are determined.

20%

Incumbent participates in the formulation of annual DoDHPN operational budget comprising of PEPFAR funds including equipment life cycle analysis and replacement costs. Will provide advice and recommendations on the timing of expenditures relative to the federal budgetary processes.

20%

Compiling and submitting monthly financial reports on routine operational expenditures for the DoDHPN office including maintenance, fuel, travel, communications and salaries. Incumbent executes miscellaneous administrative duties as may be assigned by the Deputy Director Operations.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education**

University degree in Accountancy or Business Administration plus knowledge of Quick Books is required.

b. Prior Work Experience

The incumbent must possess at least 3 years progressive work experience in accounting, auditing, or financially oriented business management.

c. Post Entry Training

USG Federal accounting and financial management training.

d. Language Proficiency:

Level III English (fluency in both written and oral) is required.

e. Knowledge

Incumbent must possess intermediate knowledge and understanding in the areas of professional accounting, auditing, budget and finance.

f. Skills and Abilities

Skill in providing leadership, direction and technical expertise in financial management of public fund. Incumbent must be able to work with limited supervision to assess inconsistencies in financial data and to assist technical and

staff in preparation of budgets for technical projects. The incumbent must be innovative to achieve greater financial operational efficiency. Incumbent must be able to resolve budgetary timing issues relative to the USG federal fiscal year.

Incumbent must possess advanced personal computer skills with experience using word processing and spreadsheets. Incumbent must have intermediate experience

16. POSITION ELEMENTS

a. Supervision Received

Incumbent is supervised by the Executive Officer DoDHPN

b. Available Guidelines

Mission standard operating procedures and policies. Department of State, FBO and federal accounting and financial regulations must be reviewed and understood by incumbent. Walter Reed program and Nigerian ministry of Defense rules, regulations and policies issued both in writing and orally. Frequently the incumbent will apply these guidelines independently as circumstances may dictate.

c. Exercise of Judgment

Incumbent is expected to make independent and professional judgments in the performance of daily duties. Must be able to resolve problems that may arise by using proven or developing novel approaches. Must decide on priority scheduling of work.

d. Authority to Make Commitments:

None

e. Nature, Level and Purpose of Contacts:

Contacts are with Embassy financial staff to obtain and exchange information to facilitate resolution of obligations. Contacts are with all administrative and technical staff at DoDHPN to resolve personal financial transactions with the Embassy such as travel vouchers etc. Contacts are with Nigerian military personnel at NMOD EPIC office and military personnel at 20 PEPFAR sites when involved with specific reimbursable operational funds.

f. Supervision Exercised:

None

g. Time Required to Perform Full Range of Duties after Entry into the Position:

The incumbent should have at least one year to adequately perform the full range of duties expected of the position